

Approved
MEETING MINUTES
STATE CONSUMER AND FAMILY ADVISORY COMMITTEE

June 14, 2007

Present: Carl Britton-Watkins, Wilda Brown, Terry Burgess, Zack Commander, Bill Cook, Kathy Daughtry, Carol DeBerry, Judy Dempsey, Libby Jones, Ron Kendrick, Fred McClure, Dorothy O'Neal, Marian Spencer, Andrea Stevens, David Taylor, Jr., Amelia Thorpe and Cynthia Vester.

Absent: Beaufort Bailey and Tisha O'Neal-Gamboa.

DMH/DD/SAS Staff Present: Chris Phillips, Ann Remington, Cathy Kocian and Jesse Sowa.

Guests: Carolyn Anthony, Kent Goddard, Gerri Smith, Judy Taylor and Jesse Willoughby.

Presenter & Topic	Discussion	Action
Welcome: Carl Britton-Watkins, SCFAC Chair	<ul style="list-style-type: none">• The meeting was called to order at 9:30 AM.• Carl Britton-Watkins informed the committee that Leza Wainwright and Mike Moseley would be unable to attend today's meeting.	The agenda was approved with changes. The May 2007 minutes were approved with changes.
Public Comment & Issues Session	<ul style="list-style-type: none">• Terry Burgess, SCFAC Member, received the CFAC Leadership Award from the NC Council of Community Programs at their Spring Forum Conference held in Raleigh on June 4, 2007.• The Chair referenced the May 19, 2007 News & Observer article on Dempsey Benton, upcoming DHHS Secretary.• Several CFACs have submitted letters to the SCFAC requesting technical assistance. Some CFAC groups report that there is a lack of communication between the LME and CFAC. Members agreed that the local CFACs might want to review the Communication Protocol sent out to all CFAC Chairs and LME CFAC Liaisons. SCFAC members discussed the fact that the final local CFAC to SCFAC report will contain some of the local concerns. Members expressed the need for the committee to become fully informed about these issues at the local level. In addition, the relational agreement was also identified as a valuable tool for CFACs, LMEs and the Governing Board. SCFAC members unanimously voted on drafting a letter regarding the state statute and mandates that are required of all LMEs and CFAC groups.• Carl Britton-Watkins provided an overview of the NC Council of Community Programs Spring Forum which was held in Raleigh on June 4-5, 2007. Carl, Chris Phillips and Ann Remington participated on a panel titled <i>The Future of CFACs</i>. Carl mentioned that a provider stated that no one has approached providers and asked them to get involved with CFACs. During this session,	The Chair will draft a letter comprised of the statute requirements and distribute the letter to all CFAC Chairs, CFAC Liaisons and LME Directors.

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	<p>some participants expressed that their CFACs need assistance with communication, some felt that they had issues that could not be resolved and others said they are doing very well with relationships.</p> <ul style="list-style-type: none"> • The SCFAC members discussed the importance of regional CFAC organizations and the development of regional conferences. Members agreed that it would be good to be able to bring people in the regions together and train CFAC members. Ann Remington encouraged members to create strong local CFACs through recruitment of members by utilizing Advocacy and grass-roots consumer organizations. Several SCFAC members said they would be willing to assist with these conferences. • Due to a variety of ongoing issues across the state, SCFAC members discussed utilizing the SCFAC Regional Coordinator as a contact for grievance and complaint issues. Members agreed that these Coordinators don't have any authority at the local level but that they can relay issues to the entire committee. Members unanimously agreed to establish a Grievance Sub-committee. Ron Kendrick will chair the SCFAC Grievance Sub-committee and David Taylor, Jr. (Western Coordinator), Cynthia Vester (Central Coordinator) and Terry Burgess (Eastern Coordinator) will assist with this task. • Kent Goddard attended SCFAC as a guest and said that he has served on Wake County Human Services Board for eleven years. In addition, Mr. Goddard stated that the relationship between consumers and the Board has been very good. • Carl Britton-Watkins distributed an article on Peer Support Specialists titled <i>Pulling the Mentally Ill Back From Despair's Edge</i> published in the Greensboro News and Record. • Cynthia Vester stated that she is planning to address curriculum options and the need for more education for peer support specialists. 	<p>Ron Kendrick will provide a Grievance Sub-committee report at the July 2007 SCFAC meeting.</p>
House Bill 1314	<ul style="list-style-type: none"> • House Bill 1314 would provide the Department of Health and Human Services, Division of Mental Health, Developmental Disabilities and Substance Abuse Services the sum of \$100,000 for the 2007-2008 fiscal year. The funds would be used for a Statewide Leadership Training Initiative for CFACs. At this time the bill has been referred to the Committee on Appropriations. 	
External Advisory Team Report Judy Dempsey and Dorothy O'Neal	<ul style="list-style-type: none"> • Dorothy O'Neal reported that EAT did not meet in May. However, the committee has set up a work group titled <i>Staff Qualifications</i>. The purpose of the group is to develop a white paper addressing: <ul style="list-style-type: none"> ○ Staff competence, ○ Approval of clinical practices and knowledge, ○ Credentialing, ○ Basic training across disabilities and 	<p>Dorothy O'Neal and Judy Dempsey will be attending the work group meeting scheduled for June 27, 2007 in Raleigh.</p>

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	<ul style="list-style-type: none"> ○ Identification of licensure criteria. 	
Local CFAC to SCFAC Communication Report Kathy Daughtry, David Taylor, Jr. and Marian Spencer	<ul style="list-style-type: none"> • The final report has been developed. Each disability groups are categorized according to <i>Gaps in Service</i> and <i>Recommendations to Address Concerns</i>. Each section consists of the following categories: <ul style="list-style-type: none"> ▪ Housing, ▪ Education/Training, ▪ Reform/Transformation and ▪ Transportation. • The committee discussed the possibility of the local CFAC to SCFAC report being completed twice a year. The Chair reminded members that the SCFAC is charged with sending an annual report to the Secretary and General Assembly identifying Gaps in Service and Underserved Populations. • The SCFAC members unanimously approved the report being distributed with a statement reflecting that “This is feedback from local CFACs, but is in no way an indication of the entire state.” • SCFAC members will contact local CFACs within 30 days of issuance of the final report to address concerns expressed in their individual reports. 	<p>The final report will be sent to the Secretary, General Assembly members, Division Director, Advocacy Chief, CFAC members and LME Directors.</p>
Bylaws Sub-Committee Wilda Brown, Ron Kendrick and Kathy Daughtry	<ul style="list-style-type: none"> • Wilda Brown stated that the sub-committee members researched the subject of “absenteeism” and “required attendance” at announced Committee meetings in several books of Parliamentary Procedure. The newly revised edition of Robert’s Rules of Order referenced the subject of “absenteeism” on page 479-480: <p style="margin-left: 40px;">"Some organizations require attendance at a certain proportion of the meetings or a specified minimum participation in the society's activities as a requirement for continued membership: this also can be done only by provision in the bylaws. Sometimes this article also contains provisions for: resignations; and honorary members."</p> • SCFAC members unanimously voted to reference absenteeism in their bylaws and accepted the following guidelines pertaining to attendance: <ul style="list-style-type: none"> A. Three unexcused absences within a year will require the Chairperson to contact the member as to his/her ability or interest in remaining a member. The Chairperson will report this to the appointing authority. B. Four unexcused absences will require the Chairperson's recommendation to the appointing authority that a replacement be appointed. • SCFAC members voted unanimously to amend their bylaws to accept: Article 5: Membership. Section 4: Attendance. 	<p>The bylaws will be revised to include absenteeism. SCFAC members will review the bylaws at the July SCFAC meeting.</p>
Wilson, Greene, Nash and Edgecombe Counties Wilda Brown	<ul style="list-style-type: none"> • Ed Masters submitted a letter to SCFAC on behalf of the Beacon Center CFAC regarding issues related to moving clients without proper notification to the responsible parties. The recommendations in the letter are beyond the scope of SCFAC. However, Chris Phillips stated that it would be appropriate 	<p>Terry Burgess will personally contact Ed Masters regarding the discussion. Wilda Brown will draft a letter to Edgecombe, Nash, Wilson, Greene</p>

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	<p>for SCFAC to study this issue and make recommendations to the Division.</p> <ul style="list-style-type: none"> • SCFAC members approved the formation of a study group to research supervising/guardianship issues around the state, and the group will use SCFAC regional coordinators as a resource. Wilda Brown agreed to chair the study group and Amelia Thorpe, Carol DeBerry and David Taylor, Jr. will assist with this project. 	(now called Beacon) acknowledging receipt of their letter and the formation of a study group.
ELT Report Carl Britton-Watkins	<ul style="list-style-type: none"> • Carl attended the May 22, 2007 ELT meeting in Raleigh. He mentioned that there was discussion on the Commission Rule Workgroup and that assigned Division staff are submitting rule language to Steve Hairston. • Carl reported that Mike Moseley mentioned Implementation Update # 29 <i>Extension of Provisionally Licensed Providers Delivering Reimbursable Outpatient Therapy Services</i>. This update announces that the deadline for provisionally licensed staff delivering outpatient therapy as a reimbursable service under Medicaid and state funds has been extended to June 30, 2008. • Carl's report also included information regarding: <ul style="list-style-type: none"> ○ LMEs that have overspent their 2006-2007 budget, ○ The Division is proposing a continuation and expansion of the pilot program to handle 1st Commitments, ○ The Division shortfall plan, ○ HB 973 (equitable coverage bill) and ○ The clean claim process between LMEs and providers. • Carl elicited feedback from the ELT about the appropriate time to submit the SCFAC Annual Report to the Department and the LOC. It was agreed that sometime in the early Fall would be best in terms of the timing of the report. Carl said that he would enlist the assistance of the Advocacy and Customer Service Section in editing the report to ensure inclusion of all relevant components. 	
Next Meeting Date	<ul style="list-style-type: none"> • The next meeting is scheduled for July 12, 2007, from 9:30 A.M.–3:00 P.M. Meetings are held at the Holiday Inn North, 2805 Highwoods Blvd., Raleigh. 	
July 2007 Meeting Agenda	<p>Approval of the Agenda. Approval of the June 2007 minutes. Discussion with Division Leadership. Public Comment & Issues Session. Local CFAC/SCFAC Communication Template Sub-Committee. Bylaws Sub-committee Report. External Advisory Committee Update. Executive Leadership Team Update.</p>	

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	Provider Performance Measures Sub-Committee Report. Study Group on Guardianship. SCFAC Grievance Sub-Committee report. Dirty Dozen/Critical Issues.	
Future Discussion	Provider Performance Measures. Bob Kurtz, Presentation on the Crisis Intervention Team (CIT) projects. Budget Discussion to be held in the July meeting. Budget Presentation from Kent Woodson, Division of MH/DD/SAS	